Minutes

Steering Committee Meeting

Meeting called by:	Peter Croteau
Type of meeting:	Scheduled Periodic Meeting
Facilitator:	Dennis Roffman
Note taker:	Dennis Roffman

Attendees:	Linda Farrell – Dept. of Safety Business Office
	Chuck DeGrace – OIT
	Glenn Ott – Bearing Point
	Mary Kurkjian – Bearing Point
	Jim Bronson – OIT
	Dennis Roffman – OIT
	Peter Croteau - OIT
	Kirsten Hale – DMV
	Tony Schaffer – Manchester
	Pat Harte – Manchester
	Pricilla Vaughan – DMV
	Larry Brigden – DMV
	Kelly Michael – DMV
	Betty Ramspott - Sunapee
	Teresa Williams – Wakefield

Agenda Topics

I. Impact of 10/24/03   Dennis Roffman

- Due to the fact that BearingPoint is deep into the construction phase of the project, any additional work requests received after 10/24/03 are expected to delay the project from the present 7/19/04 implementation target. Therefore it was suggested that the Steering Committee use part of this meeting to prioritize those issues that should be resolved by 10/24/03.

II. Issues for DOS to Resolve/Define   Dennis Roffman

- Primedia will be sole-sourced. Chuck will be coordinating the contract work with Primedia. The contract needs to be completed by 11/3/03.

- Kelly is collecting municpal agent fee type information. She is concentrating on the 85 online towns and expects to have this information by 10/21/03. This item is needed by 10/24/03.

- Jim Bronson is expected to finish the specifications for the end of day municipal agent report by 10/30/03. The State team will program this report.

- A meeting will be held regarding registration form audit numbers. This specification is needed by 10/24.

- A specification for supervisory overrides for municipal agents was distributed. Feedback on this spec is due to Jim Bronson by 10/21/03. This item is also needed by 10/24.

- A specification for local sw process if MAAP is down was distributed. Feedback on this spec is due to Jim Bronson by 10/21/03. This item is also needed by 10/24.

- The CTA print on the existing 5 part form was successfully tested. This capability will be implemented in the first phase of MAAP. Improvement of this process will be targeted in a later MAAP phase.

- Several Items were reviewed that surfaced at the annual town clerks conference last month.

- Printing of non resident, FN, and hardship on the registration will not be part of the first phase of MAAP.

- Ability to go from CTA to renewal or transfer screens will be defined by 10/24 for MAAP first phase.

- Ability for town to collect only $2 for CTA will be defined by 10/24 for MAAP first phase.

- Ability for towns to type miscellaneous messages will not be part of the first phase of MAAP.

- Ability for town to reprint CTA will not be part of the first phase of MAAP.

- Ability to delete a bad dummy CTA will not be part of the first phase of MAAP.

- The boat summer address will not be part of the first phase of MAAP.

Other issues   Dennis Roffman

- Several technical issues were reviewed following the project plan.
- The XML update task has been completed.
- Access to credit card test machines at liquor has been completed.

BearingPoint Project Items   Rachel Henderson

- Rachel reviewed items that were either past due or due within the next couple weeks.
- Her group will assess the impact of the delay in the interface work on the project plan.
- Discussion of UAT surfaced and it appears that some of these dates need to be changed.

State Project Items   Jim Bronson

- Jim reviewed items that were either past due or due within the next couple weeks.
- He provided new dates for a few of his tasks that will be updated in the next revision of the project plan.

Rollout and Training   Dennis Roffman

- Dennis reviewed the project plan for rollout and training.
- He mentioned the need to try to condense the rollout of 85 towns from the current 12 weeks.
- Jim highlighted the work going on in the training area with Kelly, Priscilla, Art Granfors, and himself.

Next Meeting: November 18, 2003 at 33 Hazen Drive, 1:30